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Report for Week Ending 23 May 1956  
from  
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Projects 5-67, 6-13, and 6-22

No change in status

Project 6-35 - Survey of Procurement Division Contract Files

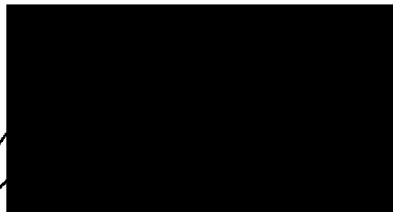
A meeting is scheduled for Friday the 25th to present to Section Chiefs of the Contract Branch our recommendations for improving the contract files. Clerical personnel of the Contract Branch will be indoctrinated in the new procedures at a meeting the following Tuesday.

General Information

Attended the NOMA Office Machinery and Equipment Exposition, and the conferences on Forms Control, Methods and Procedures, and Obtaining Employees' Cooperation.

Completed the evaluation report on Employee Suggestion No. 2265, Stocking of Protective Overlay Film for Mimeograph Masters. An initial supply of 20,000 sheets of this film was ordered by the Supply Division 11 May.

Completed fact finding on Employee Suggestion No. 1408, Use of Hectograph Classification Stickers to Classify Top Secret Material Prepared on Hectograph Masters.



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